

JOB PROFILE

Position Title: WoMin Finance and Operations Manager

Location: Johannesburg, South Africa

Reports To: Samantha Hargreaves, WoMin Director

Duration of contract: Three year contract with strong possibility for extension based on funds mobilised and performance

Purpose of Role
The WoMin Finance and Operations Manager will report to and work in close collaboration with the WoMin Director to successfully coordinate and oversee all finance, operations, human resources, and administration functions and ensure that the financial accountability of WoMin is upheld in accordance with budgets, donors and audit requirements.

Key Responsibility Areas:

No.	Key Responsibility Area	Accountable to
1	<p>Management of finances which tasks will include:</p> <ul style="list-style-type: none"> Responsible for all financial activities including general accounting, auditing, cost accounting, budgeting, budgetary controls, financial analysis and forecast, sub-grants, cash flow management and all necessary fiscal grant close-out activities including final reports and financial statements; Manage bank accounts and oversee the transfer of money between WoMin and partners; Liaise regularly with budget holders; Manage payroll and other payments, and liaise with financial institutions on behalf of WoMin; Implement and monitor systems, policies and procedures and budgeting/planning processes, suggest best practices and implement them; Manage and mentor junior administrator/bookkeeper; Work closely with partners to develop financial reporting systems and procedures that align to the needs of both organisations, and develop a collaborative working relationships with partners' financial staff; Routinely compare budget projections with actual program spending in order to identify potential areas of concern and recommend necessary budget modifications based on project development; Work with regional staff and partners to prepare operations and activity budgets; Prepare and ensure cash flow requirements; Oversee the weekly payment run and manage monthly bank reconciliations; Prepare reports for the Board of Trustees and monthly financial reports for Regional staff and the Director; Provide oversight, support and training to regional staff on financial tasks such as financial reporting and tracking activity expenses; 	<p>WoMin Director</p> <p>Peer accountability: Management team</p> <p>Alliance accountability: partners/allies</p>

	<ul style="list-style-type: none"> • Conduct spot checks on petty cash and cash on hand; • Accountable for filing related to payments, donor management, finance procedures etc. • Accountable for WoMin adhering to all statutory requirements, and meeting its tax obligations; • Accountable for preparing and overseeing all organisational and project audits. 	
2	<p>Donor finance management, which tasks include:</p> <ul style="list-style-type: none"> • Assist in the preparation of budgets and accounts to donors, as requested; • Take direct responsibility for the accurate compilation of grant-specific financial statements and reports, to ensure compliance and transparency of grant activity which will involve supporting and monitoring financial performance and reporting of our collaborating partners; • Coordinate and oversee the financial aspects of WoMin’s institutional partnerships including the preparation and submission of grant draw-down requests and other financial reports as required; • Ensure that all financial reports submitted by partners comply with donors’ terms and conditions and follow up for the needed information; • Responsible for developing and updating the WoMin donor register on a regular basis, as contracts are signed, and ensuring that the Director and responsible programme staff are alerted two months before a narrative or financial report is due; • Respond to donor queries relating to finance reports in conjunction with Director/responsible managers; • Liaise with donors and represent the Director as required at donor meetings. 	
3	<p>Management of organizational operations which tasks include:</p> <ul style="list-style-type: none"> • Oversee office and facilities management, including equipment purchases and maintenance, inventory and tracking, venter accounts management and coordination with co-tenants/landlord; • Ensure a strong IT policy and supporting systems, manage the IT vendor, and oversee work to maintain laptops and the efficient troubleshooting of IT problems; • Ensure smooth administrative operations of the WoMin secretariat, including the supervision of administrative staff; • Negotiate any changes to the property contract, or improvements to property, with the co-tenants and landlord; • Ensure that the shared office space of which WoMin is a part is fully functional, improved to a higher standard and well-managed; • Accountable for the successful logistics of all WoMin’s regional meetings, trainings and other events; • Arrange logistics for Board meetings including preparing agenda for the meeting (in consultation with the WoMin Director) and organise necessary documentation packs for the meeting; • Take minutes of Board meetings and disseminate relevant information to the Board; • Ensure and manage the needed information systems 	

	with the support of the WoMin communications coordinator.	
4	<p>Support human resource functions in the organization, which tasks include:</p> <ul style="list-style-type: none"> • Work alongside the Director to facilitate the development and implementation of operating systems, policies and procedures that improve organizational effectiveness and better align the organisation to its feminist vision and commitments; • Coordinate, with the support of an external consultant or recruitment company, staff recruitment and hiring; the development and implementation of HR policies; • Manage consultant contracts; • Supervise the administrator in the maintenance of personnel files on a confidential basis, tracking of staff leave, and other tasks assigned to her; • Work alongside the Director, and with the support of a HR consultant, to ensure staff development and satisfaction, and the effective implementation of the performance review process; • Oversee employee and consultants' payroll; • Ensure that all staff have valid contracts and job descriptions and that they understand them. 	<p>WoMin Director</p> <p>Peer accountability: Management team</p> <p>Alliance accountability: partners/allies</p>
5	<p>Contribute to the organisation's internal processes and projects as required by the long-term strategy and annual plans. This work would include:</p> <ul style="list-style-type: none"> • Providing input to WoMin's strategy, annual and project plans; • Represent WoMin to national, regional and global platforms as mandated by WoMin's Director and regional leadership; • Undertake organisational tasks as negotiated with the WoMin Director. 	<p>WoMin Director</p> <p>Peer accountability: Management team</p>

Skills and Qualifications:

Education:

- Financial Management or Business Management Degree or Diploma or equivalent in scope and history of finance management work

Experience:

- A minimum of 10 year's working experience in financial management and administration, preferably in the not for profit sector
- At least 4 years' management experience
- Experience and knowledge of working with donors and of financial reporting to donors
- Experience in working with MS Office software package, pastel and sage payroll
- Work experience in operations, logistics management and knowledge of HR processes highly desirable

Knowledge and skills:

- Strong experience in development of strategic and annual budgets
- Management and supervisory skills
- Good team management skills
- Good time management and workflow organisation
- Ability to multi-task
- Writing and analytical skills

- Good communication, interpersonal and listening skills
- Computer literacy
- Driver's license is desirable

Language skills:

- Very good command of spoken and written English
- Fluency in written and spoken French and/or Portuguese is most desirable but not a requirement for the job.

Values and personal attributes:

- Ability to work under extreme pressure
- Participatory style but decisive when needed
- Attention to detail
- Willingness to work beyond official working times
- Self-motivated, uses initiative and able to work without supervision
- Organised and accurate
- Integrity, honesty and respect for confidentiality
- Strong person: flexible when necessary but firm, compassionate, fair
- Able to relate to people
- A strong inclination to social justice
- Supportive of women's rights.

We are committed to recruiting a black African woman with origins in Southern, East or West Africa, and would prioritise this as a criterion in our recruitment process. The candidate must have an existing right to work in South Africa.